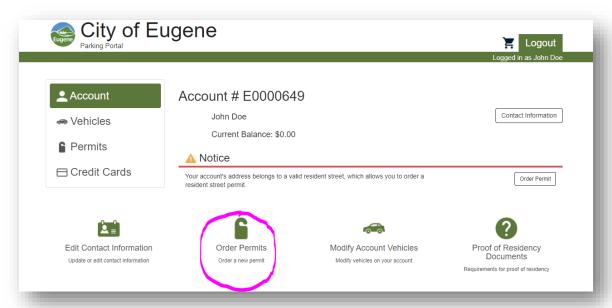
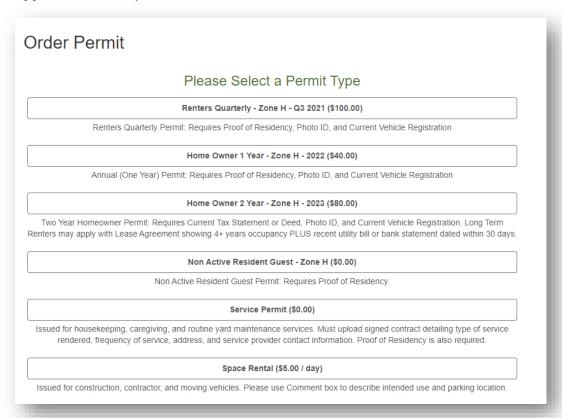
How to Order a Permit in Aims Parking

- 1. Log into your account at https://eugene.aimsparking.com/.
- 2. Click Order Permits.

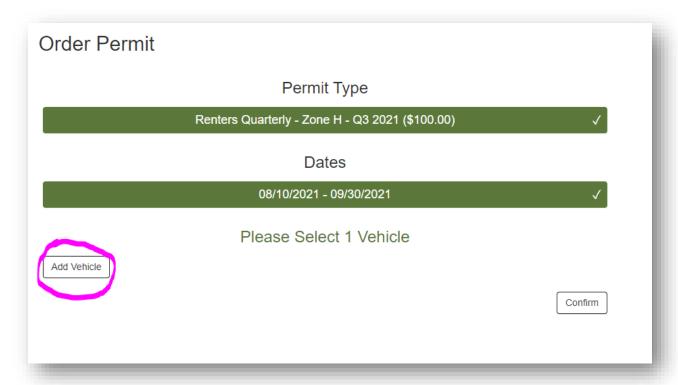


3. You will automatically be shown the permit types your address is eligible for. **Select your permit type** from the options shown.

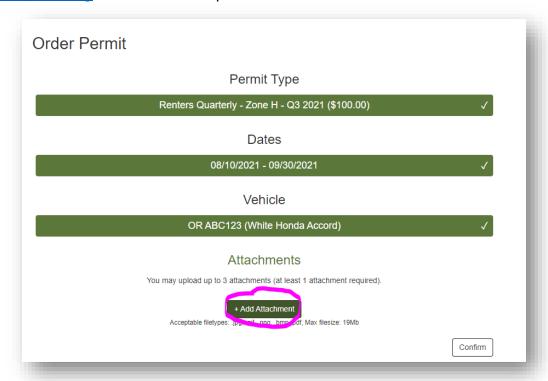


NOTE: Renters Quarterly permits are typically available to purchase 6 weeks prior to the start of the new quarter. If you are applying early and don't see the correct permit option, check back later.

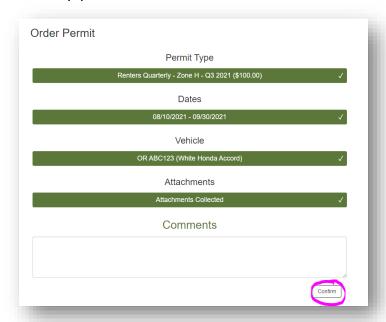
4. **Add Your Vehicle.** If you have vehicles added to your account already, you will be able to select the vehicle instead of adding a new one. <u>You may have one vehicle per permit.</u>



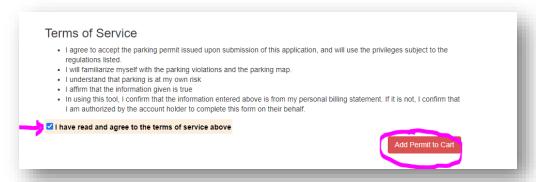
5. **Click Add Attachment.** Residential Parking Permits have strict eligibility requirements. You will need to upload Proof of Residency, Photo ID and Vehicle Registration for all Annual, Two-Year, and Quarterly permit applications. Visit https://www.eugene-or.gov/776/Parking for a list of accepted documents.



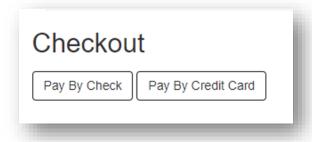
6. Comment Box (**Optional**): You may leave the Comment Box blank. If you need your permit to begin prior to 9/1/21, please add your requested start date. Start dates after 9/1/21 will be automatically prorated and do not need comments. **Click Confirm.**

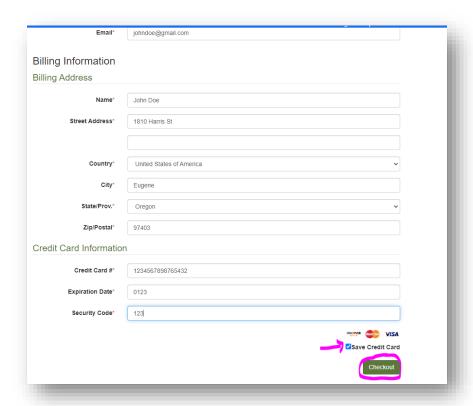


7. Review the Terms of Service and Click the Check Box. Click Add Permit to Cart.



8. Checkout: **Choose your payment method (Pay by Check** or **Pay by Credit Card).** If you choose to pay by credit card, you will be charged a pre-authorized amount which will process upon application approval. If you choose to pay by check, you'll be sent payment instructions upon application approval.





9. **Receive Receipt**. After submitting your application, you will be emailed confirmation of your submission. It can take up to 5 business days for your application to be manually reviewed and approved. When your permit is approved and payment has processed, you will receive a second email containing a link to view your permit. Your permit is Active.

Your permit is digital and assigned to your license plate!

Application FAQ

1. How long does it take to get a Residential Parking Permit?

a. It can take up to 5 business days to manually review your application. You will be notified via email when your application is approved and payment is processed.

2. Will you send me my permit?

a. No. We do not issue physical permits. Your permit can be viewed at any time via your account at https://eugene.aimsparking.com/. Permits are digitally assigned to your license plate. Permits are active once payment is processed.

3. How do I change the vehicle on my permit?

a. You can edit vehicles via the **Vehicle tab** in your account tools, or through the **Modify Account Vehicles** button. Vehicle edits can be submitted as either a temporary change (loaner vehicle) or permanent change (new car). If you need to make a permanent change, you may be asked to submit new vehicle registration to prove ownership.

4. I don't see the permit I'm looking for. Why?

- a. You'll only be shown permits that you are eligible for according to your address. We can't issue residential permits for a different zone than you live in.
- b. We typically accept applications 6 weeks in advance of the renewal period. If you are applying early and don't see the correct permit option, check back later.